

ASSISTANT DISTRICT REGISTRAR 1 (ADR) and 2 (ADS)

Preamble

This is a two level series covering positions that perform technical legal work involving the completion of legal documents relating to the rights of land ownership. This series is restricted to positions assigned full signing authority by the Registrar General.

General

The **first level** of the series (ADR) is the full working level. Positions perform technical work that involves the completion of legal documents relating to the rights of private and public land ownership and are also responsible for checking the work of several levels of employees and exercising control over the quality of work.

The **second level** of the series (ADS) is the supervisory/office management or technical specialist or project manager level. As a supervisor/office manager positions attend to all aspects of plan registration and may process applications for subdivision. As a technical specialist positions handle the most complex technical legal documents relating to the rights of land ownership. Positions functioning primarily as project managers are also found at this level.

ASSISTANT DISTRICT REGISTRAR 1 (ADR)

KIND AND LEVEL OF WORK

Positions perform technical legal work that involves the examination and completion of legal documents relating to rights of private and public land ownership. Positions are also responsible for checking the work of several levels of employees and exercising control over the quality of the output.

FACTORS

Skills/Expertise

- A thorough knowledge of the laws, regulations and practices governing registration of land titles in Manitoba.
- Knowledge of real property law.
- Knowledge of survey systems and principles to interpret and draft land descriptions.
- Ability to evaluate written legal evidence.
- Ability to communicate information in both written and oral format to the public and staff.
- Ability to establish and maintain effective public and work relations.
- Computer skills

Guidelines

- Work is governed by the various acts, statutes, and regulations that govern registration of land. Employees work within established policies and procedures that are as result of legislation.

Independence of Action/Decision Making

- Positions function independently in the examination, accepting, rejecting, and completion of registrations for all types of documentation pertaining to land registration.
- Positions are assigned full signing authority and have legal authority to bind the Province by their actions.

Supervision Received

- Positions have authority to make decisions based on established policies, procedures, and legislation where no further check of work is done. Consultation with managers, or legal staff on unusual matters of practice only.

Consequence of Error

- Errors may result in claims against the Provincial Assurance Fund which could result in significant financial loss and could undermine the integrity of the Land Titles System.

Contacts

- Contacts include the general public, the legal profession, government officials and staff.

ASSISTANT DISTRICT REGISTRAR 2 (ADS)

KIND AND LEVEL OF WORK

Positions at this level have full supervisory responsibility including office management, attend to all aspects of plan registration, and may process applications for subdivision.

OR

As a technical specialist positions process the most complex technical legal documents relating to the rights of land ownership in addition to examining and completing a greater variety of technical legal documents than positions at the ADR1 level.

OR

Function as project managers.

In addition to the competencies required at the ADR 1 level and knowledge of the functions performed, the following additional competencies are found in positions at the ADR 2 level:

FACTORS

Skills/Expertise

Superior analytical, conceptual and problem solving skills with the ability to process complex transactions.

As Supervisor/Office Manager:

- Management skills demonstrating leadership, judgment, and organization skills. This can include being an Office Manager or a Supervisor in a rural office.
- Detailed applied knowledge of the requirements for the examination and registration of plans.
- Detailed applied knowledge of the requirements for plans on subdivision approvals.
- Detailed knowledge of the electronic Land Titles System which permits processing correction requests and technical expertise in producing and managing reports, resetting system identifications and initiating system overrides where appropriate, as well as understanding of the legal consequences.

As a Technical Specialist:

- Management skills demonstrating leadership, judgment, and organization skills.
- Ability to function as a subject matter technical expert and provide training and mentoring to positions at the ADR 1 level.
- Technical knowledge and expertise of the electronic Land Titles system and understanding of the legal consequences.

As Project Manager:

- Project Management skills with ability to manage complex and/or high profile projects.
- Management skills, demonstrating leadership, judgment, and organization skills with the ability to train and supervise a team to ensure objectives are met in a timely way.

Guidelines

- Works under additional and more complex policies, procedures, and guidelines.

Independence of Action/Decision Making

- Exercises judgment and independence in decision making on matters delegated directly by the District Registrar.

Supervision Received

- Reports to the District Registrar or the Manager of Acceptance and receives only general managerial direction.
- Less of a requirement to consult managers and/or legal staff.

Contacts

- Consultation is at a higher level with a wider scope of contacts dealing with more complicated matters.

Variety

- May perform a variety of technical, supervisory and administrative, or project management work.

Supervisory & Administrative Responsibility

As Supervisor/Office

- Manager Supervises, directs, and reviews activities of support staff, and provides day to day office management.
- In the absence of the District Registrar assumes full responsibility for management of the office.

As Technical Specialist

- Provides leadership and technical expertise to other ADR's.

As Project Manager

- Manages and directs activities of other employees.

Consequence of Error

- Potential for errors is greater.